

ABSTRACT

Procurement is one of the substantial processes in supporting the production process in Konveksi Pratiwi. In order to ensure the success of procurement process, a quality management system of standards is required to support the documentation of information, one of which is ISO 9001:2015. The mistake that occurred at Konveksi Pratiwi was not paying attention to the documentation of information in accordance with ISO 9001: 2015, causing problems in the process of procuring raw materials, such as perforated fabric, color fading, inappropriate size, and different motifs.

To overcome this problem, Konveksi Pratiwi can implement one of the points in ISO 9001: 2015 regarding documented information to support the process of recording information arising from the raw material procurement process, which needs to be documented. The purpose of this research is to design a documented information system for monitoring the raw material procurement process based on ISO 9001: 2015. Design using the Business Process Management method until the process redesign stage. The documented information system in this research is in the form of dashboards and digital documents from activities that require information documentation. The proposed design of this documented information system is an effort to record information that needs to be documented so that it can be utilized for continuous monitoring and improvement, including reducing raw material discrepancies from selected vendors.

Keywords – Procurement of raw material, MSMEs, ISO 9001:2015, Documented Information